

SENIOR MEDICAL WORKER

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for carrying out assigned functions of the medical services program. Work requires effective use of the medical and health resources of the agency and community. Depending upon the scope of the agency's medical program, the functions include consultation, supervision, casework and interpretation. Work is performed under the administrative direction of the Commissioner of Social Services and the professional and technical direction of a Medical Social Work Supervisor. Employees may assist in supervision of Medical Workers and other clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Acts as medical consultant to staff;
Maintains statistics for long-term care clients;
Utilizes effectively community medical and health resources;
Maintains records of medical needs of individual patients, of medical social trends, and of medical item costs;
Participates in the determination of medical need in individual cases;
Receives from hospitals and attending physicians the treatment recommendations for individual patients and, in consultation with casework staff, completes arrangements to carry out such recommendations;
Establishes and maintains effective working relationships with the medical and allied professions with hospitals, and with health agencies in the community;
May participate in the development of medical and medical services policies and procedures;
Participates in interpreting medical and medical services policies to the social service and accounting staffs and to the health agencies in the community;
When agency organization necessitates, may supervise Medical Workers, Medical Clerks and other clerical staff.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Knowledge of the practices and procedures of medical services work, and of the social factors affecting disease and the ability to apply these in performance of duties; awareness of what constitutes a high quality of medical care; knowledge of medical terminology; ability to interpret the medical program of the agency to the health agencies of the community; understanding of the proper use of diagnostic information and ability to make use of such information without violating medical ethics; knowledge of federal, state and local laws affecting the medical and health programs; ability to organize work effectively; imagination, creative ability; judgment, tact, good health, physical condition commensurate to do the job.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and two (2) years of satisfactory paid experience in social casework with a social or health agency adhering to acceptable standards, one (1) year of which must have been in the field of medical social work; **OR**
- (B) Graduation from a regionally accredited or New York State registered School of Nursing and licensed to practice as a Registered Professional Nurse in New York State and four (4) years of satisfactory paid experience in social casework with a social or health agency adhering to acceptable standards, one (1) of which must have been in the field of medical social work; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma and two (2) years toward a Bachelor's Degree in a regionally accredited or New York State registered college or university and four (4) years of satisfactory paid experience in social casework with a social or health agency adhering to acceptable standards, one (1) year of which must have been in the field of medical social work; **OR**
- (D) Graduation from high school or possession of a high school equivalency diploma and six (6) years of satisfactory paid experience in social casework with a social or health agency adhering to acceptable standards, one (1) year of which must have been in the field of medical social work; **OR**
- (E) And equivalent combination of training and experience as defined by the limits of (A), (B), (C), and (D) above.